



Request for Administrative Volunteer Environmental Community Action Inc. (ECO-Action)

Who we are

ECO-Action (Environmental Community Action) is a non-profit organization dedicated to fighting environmental and social injustice through organizing, education, and people-driven initiatives. Our work is based on the intersection of *threats to human health, environmental degradation and social injustice*. ECO-Action provides organizing assistance, leadership training, and action education programs to communities confronting environmental health threats. We are building infrastructure and capacity in Georgia and driving policy initiatives for precaution.

What we offer

ECO-Action offers a learning environment for volunteers and interns to strengthen deepen their skills and deepen their knowledge in protecting human health and the environment from a social justice perspective. We offer an opportunity for interns and volunteers to exercise their creativity and leadership to promote the precautionary principle among young people (adolescents, college students, and graduate students). We also provide a dose of political education on critical issues (i.e., learn how to conduct root cause analysis, power analysis, bridging the gap between theory and practice).

Position: Administrative Volunteer

Duties:

- Assist with day-to-day office duties,
- Provide budgeting assistance,
- Work behind-the-scenes of the organization with research, education and activism activities,
- Communicate with other staff members, volunteers, interns and community members regarding ECO-Action activities.

Required Competencies:

- Enthusiastic individual who is highly motivated and has the ability to multi-task,
- Highly organized,
- Skilled with Microsoft Office (Excel, Word, Publisher),
- Committed to excellence.

How to apply

Please contact Yomi Noibi Ph.D., Executive Director, at yomi@eco-act.org or asnoibi@gmail.com for additional information. A resume may be required.